

Mental Health Software Installation




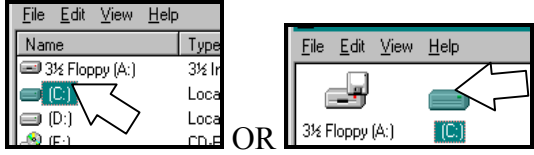


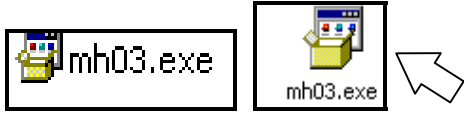


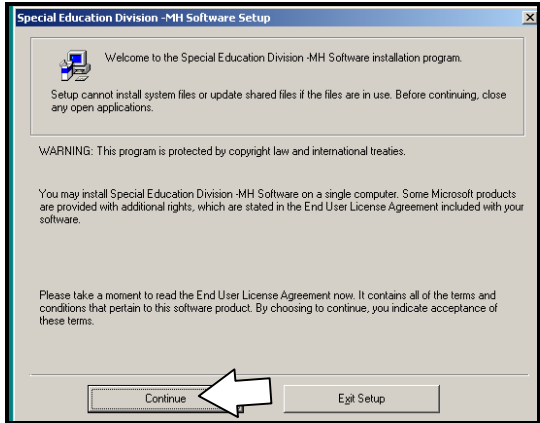


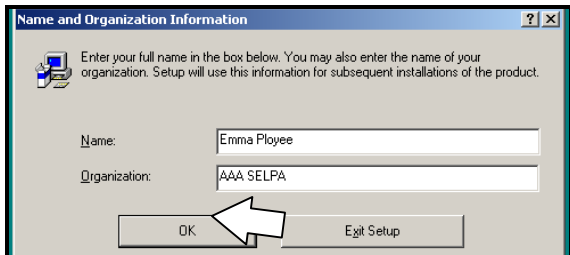
The downloaded Mental Health software automatically defaulted to C drive, unless you directed the download elsewhere. These directions assume that you downloaded on the C: drive



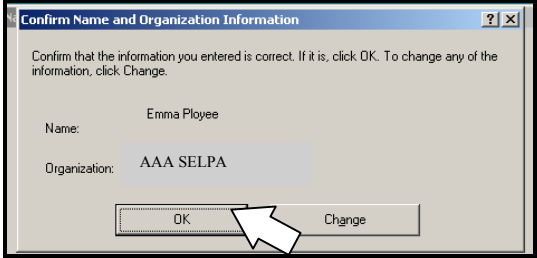

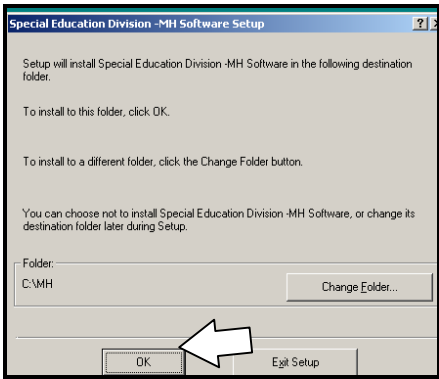

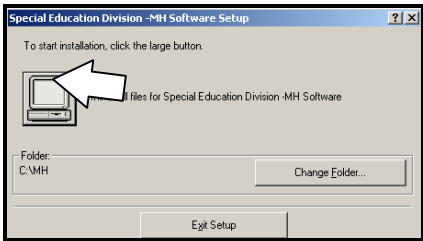

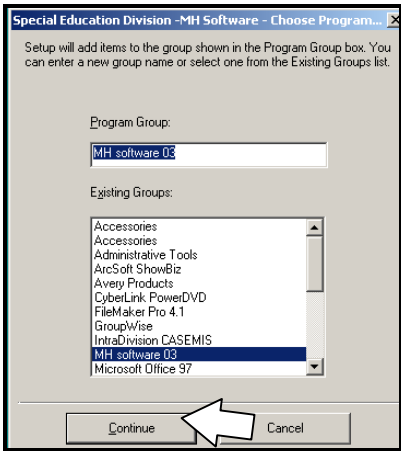

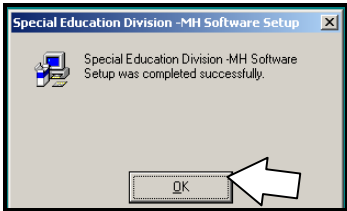
This section leads you to first, locate the application file then the installation. The Mental Health software has on-screen instructions to help you through this process. Please follow these directions.

Before you begin,




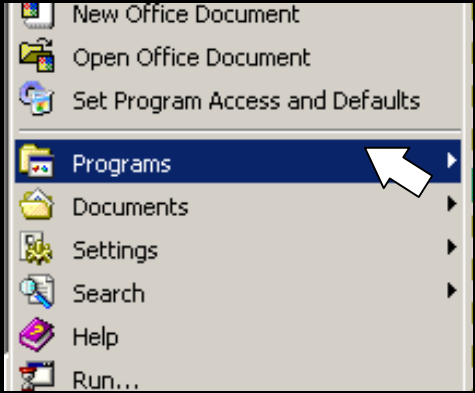

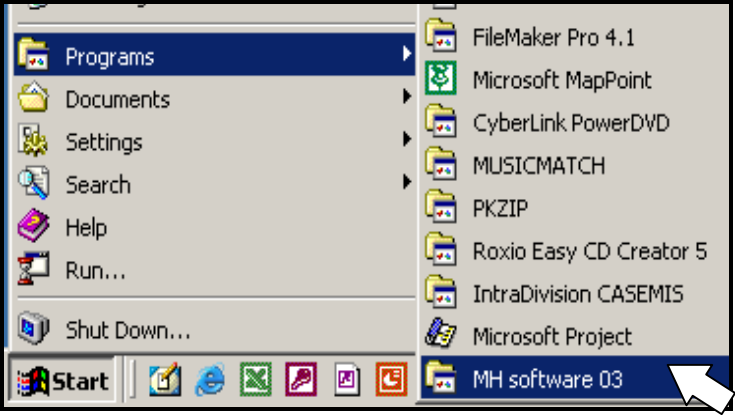

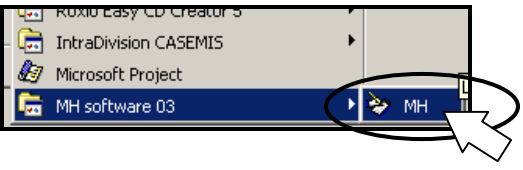
- 1) If you are on a Local Area Network (LAN), check with you network administrator prior to installing the software, and
- 2) Exit any software programs you are currently using so only MS Windows is active.

Locating the Files to Install

Action	What is on the screen
<p> Double click (depress the left mouse button two times, rapidly) on the desktop icon that represents Your PC.</p>	
<p>You will see a list of all the drives on your PC. Drives are shown as icons or in a list.</p> <p> Double click on the desktop icon that represents Your C: drive.</p>	
<p> Locate the MH03Install.exe file</p> <p> Double click the installation file, mh03.exe.</p>	<p>Sample list of files and folders on a drive.</p> 
<p> Click Continue, located at the bottom of the screen.</p> 	
<p><input type="checkbox"/> Type your name and organization in the boxes provided.</p> <p> Click OK.</p> 	

<p>Verify that the input is correct.</p> <p>Click OK. </p> <p>If the information is incorrect</p> <p>Click Change . You will return to the previous screen.</p>	 <p>The dialog box titled "Confirm Name and Organization Information" contains the text: "Confirm that the information you entered is correct. If it is, click OK. To change any of the information, click Change." It shows "Name: Emma Ployee" and "Organization: AAA SELPA". At the bottom are "OK" and "Change" buttons. A white arrow points to the "OK" button.</p>
<p>You should accept the suggested default installation location. These procedures do not include instructions on selecting a different location. If you need assistance with diverting the installation to another location, check with your local technical administrator.</p> <p>Click OK.  to accept the default install location.</p>	 <p>The dialog box titled "Special Education Division -MH Software Setup" contains the text: "Setup will install Special Education Division -MH Software in the following destination folder. To install to this folder, click OK. To install to a different folder, click the Change Folder button. You can choose not to install Special Education Division -MH Software, or change its destination folder later during Setup." It shows "Folder: C:\MH" and a "Change Folder..." button. At the bottom are "OK" and "Exit Setup" buttons. A white arrow points to the "OK" button.</p>
<p>Click the install button,  to proceed.</p>	 <p>The dialog box titled "Special Education Division -MH Software Setup" contains the text: "To start installation, click the large button." It shows a computer icon with a white arrow pointing to it. Below the icon is the text "Files for Special Education Division -MH Software". At the bottom are "Exit Setup" and "Change Folder..." buttons.</p>
<p>Click the Continue button, .</p>	 <p>The dialog box titled "Special Education Division -MH Software - Choose Program..." contains the text: "Setup will add items to the group shown in the Program Group box. You can enter a new group name or select one from the Existing Groups list." It shows "Program Group: MH software 03" and a list of "Existing Groups" including "Accessories", "Administrative Tools", "ArcSoft ShowBiz", "Avery Products", "CyberLink PowerDVD", "FileMaker Pro 4.1", "GroupWise", "IntraDivision CASEMIS", "MH software 03", and "Microsoft Office 97". At the bottom are "Continue" and "Cancel" buttons. A white arrow points to the "Continue" button.</p>
<p>Click OK, .</p>	 <p>The dialog box titled "Special Education Division -MH Software Setup" contains the text: "Special Education Division -MH Software Setup was completed successfully." It shows a computer icon. At the bottom is an "OK" button. A white arrow points to the "OK" button.</p>

Using the Mental Health Software


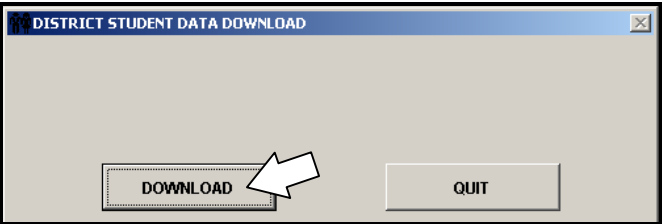



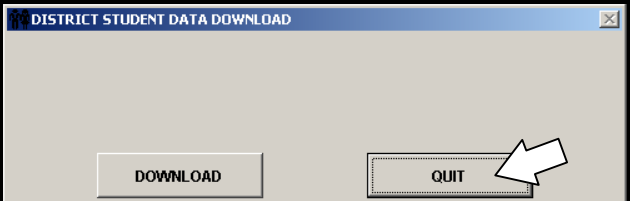
Launching the Software	
Action	What is on the screen
<p>Click Start on the Windows Task Bar.</p> 	
<p>A list of options will display.</p> <p>Highlight Programs from the displayed list by moving the mouse arrow over  Programs</p>	
<p>An additional columnar list will display.</p> <p>Highlight MH software 03 Application by moving the mouse arrow over  MH software 03</p>	
<p>Highlight and select MH by moving the mouse arrow over  MH and release the mouse button to select.</p>	

Initial Software Log-In

Your Special Education Local Plan Area (SELPA) director was issued log-in information (assigned name and passwords) by email. If you have not received this information, please contact your SELPA director.

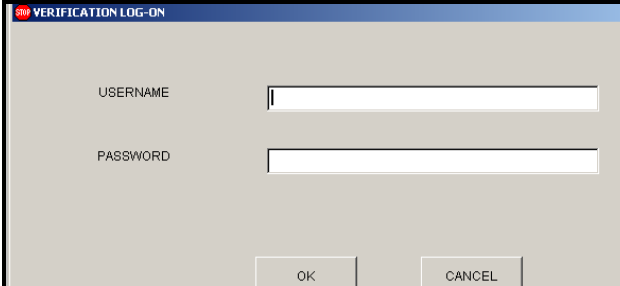
Action	What is on the screen
Type in the USERNAME box the assigned name provided to your SELPA director.	
Type the PASSWORD provided	
<p>☞ Select the SELPA name from the list.</p> <p>Click the to see the list. Typing the start of the district name will expedite selection.</p>	
<p>Enter the SELPA PASSWORD you were provided, then,</p> <p>☞ Click OK, .</p>	
<p>☞ Click OK, to close the message screen.</p>	


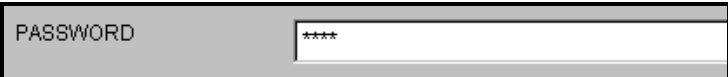
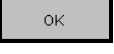
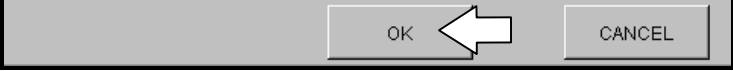
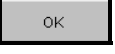

**During the initial successful log-on (1st time only!),
is a Student Data Download screen.**

<p>Click the DOWNLOAD button, , to initiate the process.</p>	
<p>Click the O.K. button, , to close the message screen.</p>	
<p>Click QUIT, , to close the message screen.</p> <p>You will return to the log-on screen. You are now ready to enter data. Re-enter your log-on information.</p>	

Normal Log-In

After the initial successful log-in, you will use the following procedures and log-on screen. The double password log-in screen will no longer appear.







Action	What is on the screen
<p>Type in the USERNAME box the assigned name provided to your SELPA director.</p>	
<p>Type the PASSWORD provided</p>	
<p>Click OK, .</p>	
<p>Click OK, , to close the message screen.</p>	

Software Options

The Mental Health software has limited capabilities. This file automatically lists for the selected district all individuals reported (as district of service) in the California Special Education Management Information System (CASEMIS) for December 2002. Since the student information is certified historical data, no record creation is permitted.

Three options exist on the Main Menu screen.

Option	What it does
	The Data Entry Form option allows data entry and viewing. There are four detail record/data screens which are described later in this documentation. All data entries are automatically saved and some search capabilities are available to facilitate data entry and review.
	Several automated Report formats are offered. Some data selection features are available with each selected report. Export options are also found in this option.
 or 	Exiting the software is available by menu or by button.

Who is to be Included in this Survey

Review the CASEMIS December 2002 data for all individuals identified as emotional disturbance (Disability code 060) OR receive mental health services.

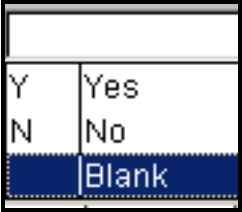
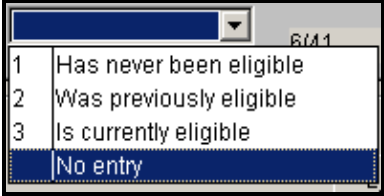

Individuals whose CASEMIS data includes a designation of emotional disturbance and/or the individual receives one or more behavioral or psychological services as recorded in the CASEMIS December 2002 census (054 Individual Counseling, 056 Counseling and Guidance, 060 Parent Counseling, 062 Social Work Services, 068 Psychological Services, or 076 Behavioral Intervention Services) are to be included in this analysis.

Data Entry

Data Entry Restrictions

- ✓ All entries must be from a predefined list
- ✓ Records receiving entries must be filled-out completely. Partially entered records are not permitted.
- ✓ Enter data for all students listed in the software.
- ✓ Information about eligibility, mental health services on the Individual Education Plan (IEP), and providers of services must reflect the IEP in force as of December 1, 2002.
- ✓ Student records which qualify for this survey must have **all listed services associated with a Provider**

The three data fields receiving entry in this survey are displayed below along with their respective list.

<p>Mhs_list</p> 	<ul style="list-style-type: none"> ○ Mark “Y” for Yes if mental health services under Government Code Chapter 26.5 are recorded in the Individual Education Plan for 2002-2003. ○ Mark “N” for No if mental health services under Government Code Chapter 26.5 are <u>NOT</u> recorded in the Individual Education Plan. ○ A ‘Y Yes’ Mhs_list field entry must have an associated ‘3 Is currently eligible’ entry in the ‘Eligibility’ field. ○ A ‘N No’ Mhs_list field entry must have an associated entry of either: ‘1 Has never been eligible’ or ‘2 was previously eligible’ or ‘3 Is currently eligible.’
<p>Eligibility</p> 	<ul style="list-style-type: none"> ○ Mark “1” if the individual has never been eligible. ○ Mark “2” if the individual was eligible prior to 2002-2003, but was not eligible in 2002-2003 ○ Mark “3” if the individual was eligible during 2002-2003.
<p>(Service) Providers</p> 	<p>For <u>ALL</u> reported services select the appropriate corresponding provider from the list Only the following provider codes will be permitted.</p> <ul style="list-style-type: none"> 10 District of service/enrollment 11 County office of education 12 SELPA 13 Another district, county or SELPA 20 Regional Center 21 Alcohol and Drug programs 22 Child Development Funded program 23 Head Start 30 Department of Mental Health 31 California Children’s Services 32 Department of Social Services 33 Department of Rehabilitation 34 Employment Development Department 40 Nonpublic agency under contract with SELPA or district 50 Other public program 60 Other private program

Historical information provided from the certified CASEMIS December 2002 report **cannot be changed**.
If an entry is made in an incorrect box, select ‘**No entry**’ from the list.

Available Data Screens

Four data screens are provided and can be displayed by a right mouse click on the corresponding tab:

SELPA Info screen – Location information for the individual.

Student Info screen – Each individual's detailed information is available for identification purposes.

MH Data Entry screen – This is the only screen provided for entering data. Entries in the Provider #, Mhs_list and Eligibility fields are automatically saved.

Browse screen – View all students or those meeting requested search criteria. This screen allows you to jump easily from one record to the next. Use the Scroll Bar to view the names.

Select (left mouse click) an individual's information row from the list. The newly selected individual's detail information will appear on the other three screens.

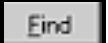
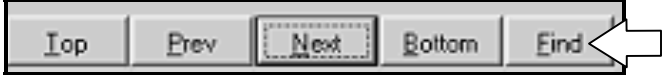


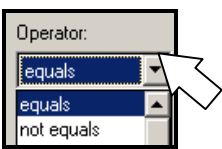
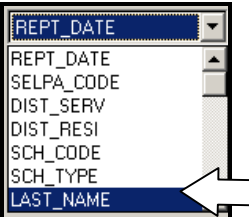

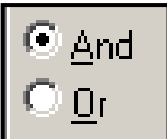
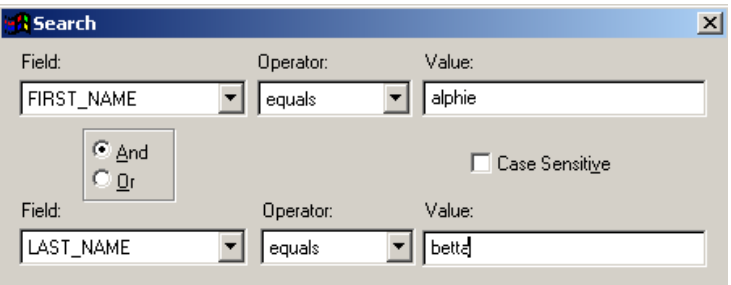

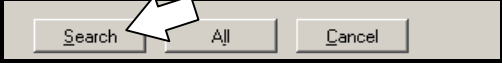


Navigation buttons are located at the bottom of each screen

Button	Changes the display to the ...
	First record in the database or requested search set. The button is dimmed when the first record is displayed.
	Prior record, one individual record backward with each click on the Prev button. When you reach the first record in the set, this button will dim.
	Next item, forward one item with each click on the NEXT button. When you reach the last record of the set, this button will dim.
	Last item in the entire list. The button is dimmed when the last record is displayed.
	Launches a search screen for locating records which meet specific criteria or to return to viewing all downloaded records.
	Exit data entry.

Find Record(s) Option

Locate specific records by entering search criteria.

Please note: on the Search screen in the Field name list the field Agency# refers to the Provider# on the MH Data Entry screen.


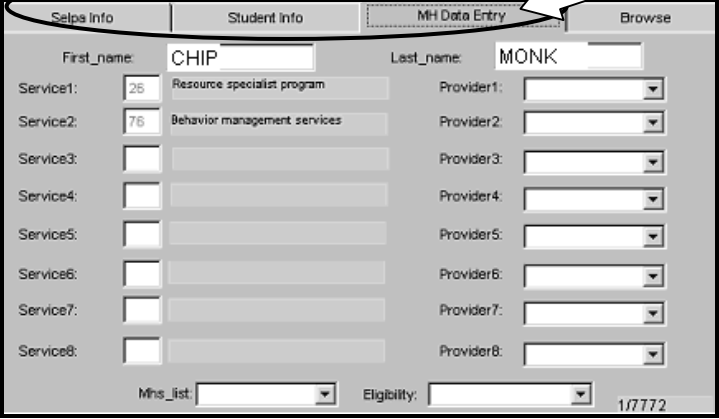


Action	What is on the screen
Click Find ,  .	
Click the down arrow  to display the desired list.	 
Click to highlight the appropriate field(s) or operator(s). And if appropriate, an And / Or function.	
Click and type in the Value box the criteria to be used in the search.	
The ' And ' and ' Or ' option allows you to refine your search by using more than one criteria to locate the matching records.	 If one search criteria is sufficient, do not select from the bottom line of choices.
For example, to find the student named Alphie Betta enter the following criteria: Field: FIRST_NAME Operator: equals Value: alphie Option: And Field: LAST_NAME Operator: equals Value: betta	
Click Search ,  .	
To restore viewing of all student records click All ,  . The Find screen will disappear.	

Browsing Record(s)

Browsing allows viewing minimal data for multiple records simultaneously.







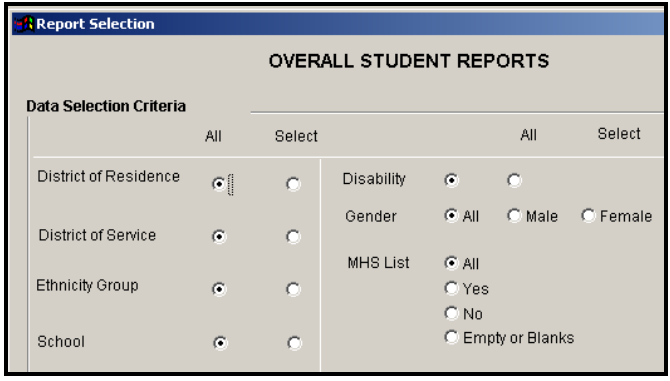
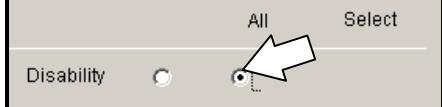
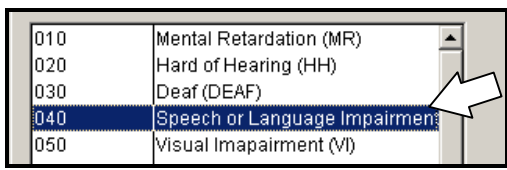

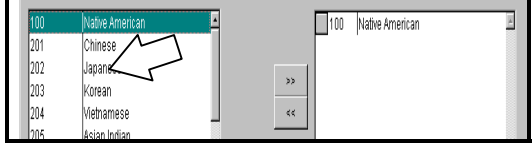
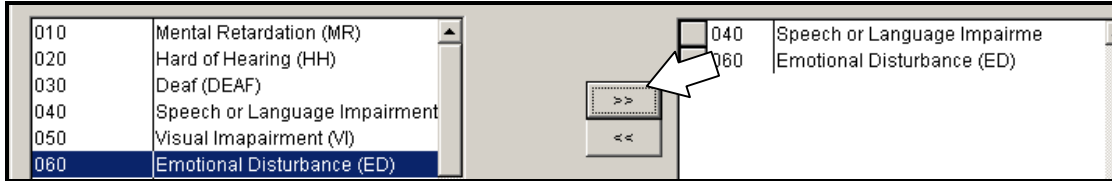


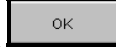











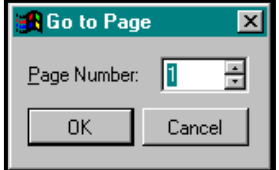


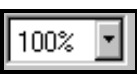







Selpa Info Student Info MH Data Entry **Browse**


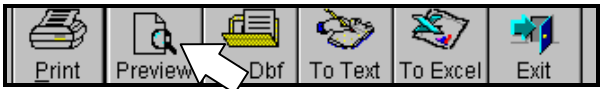

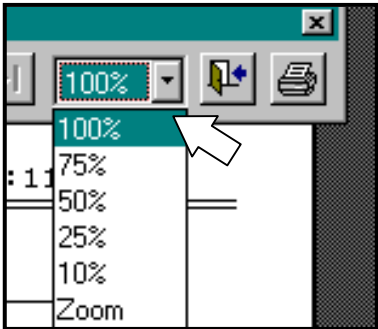

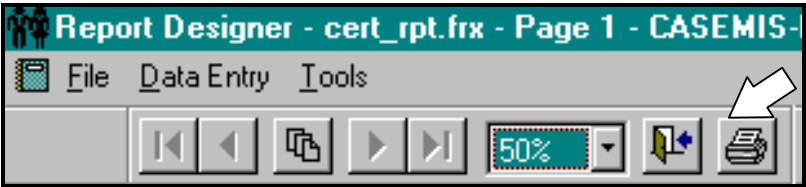
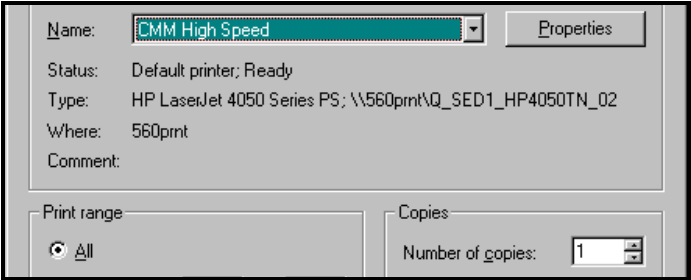
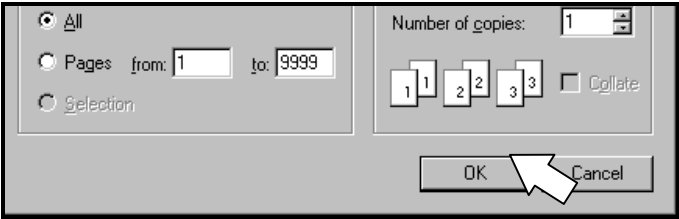

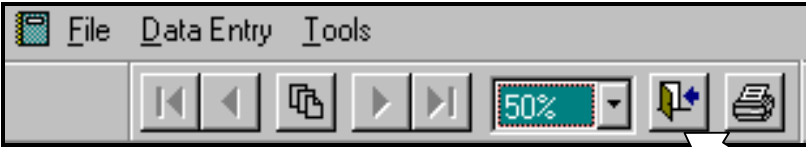

Action	What is on the screen
<p>To view the details of a particular record,</p> <p>☞ Click the row of desired information.</p>	
<p>View the details via one of the other three screens.</p> <p>☞ Click the appropriate tab.</p>	
<p>☞ Click Exit  when done.</p>	<p> (located at the bottom of the screen)</p>





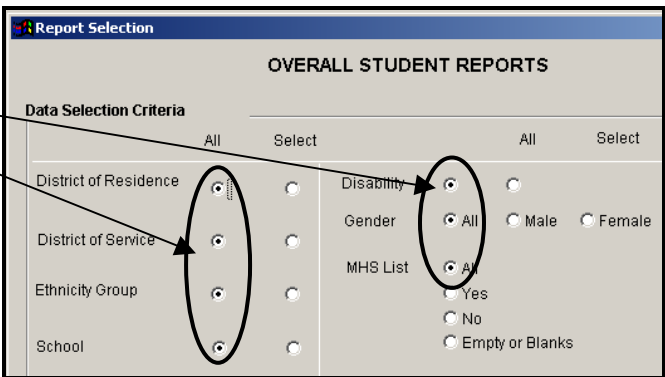

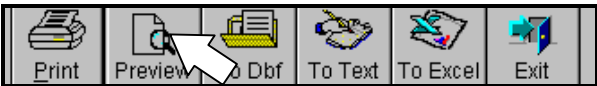



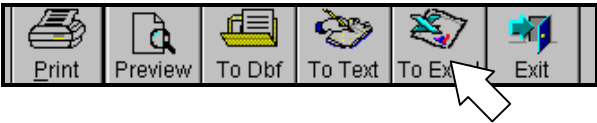

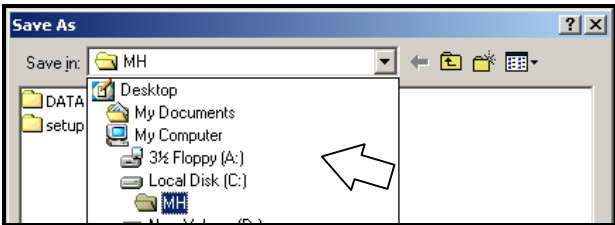

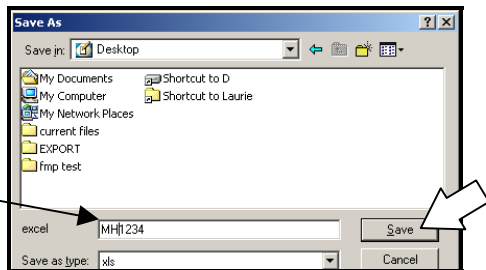

Reports

A Preprogrammed report is available with the ability to specify criteria for the records included in the report.

Action	What is on the screen
 <p> Click Reports</p>	
<p> Double Click STUDENT LISTING</p> <p>To Exit this option click the CANCEL button on the bottom of the screen.</p>	
<p>The automated report can be tailored to your specific needs. The automatic or default report is for “All” data available. However, choosing “Select” will display a screen that lists what information is available for searching. Selecting search criteria narrows what is included in the report (by focusing on the specified data). NOTE: The narrower the search the fewer the records included on the resulting report.</p> <p> Tailor the data used in the report by selecting criteria for inclusion.</p>	
<p>1. Click the circle (radio button) in the Select column associated with the data you wish to set selection criteria on. The Move screen will appear.</p>	
<p>2. Highlight the criteria in the left box</p>	
<p>3. Click the move button, . The item will appear in the right box.</p>	
<p>You may select multiple criteria. To add more criteria repeat steps 1, 2 and 3</p>	
	
<p>To reverse erroneous selections: highlight the error in right column and click the Remove  button.</p>	
<p> Click OK  to start the search or Cancel to abort the search.</p>	

Report Options	
A toolbar is located at the bottom of the Data Selection Criteria screen. A brief description of each icon follows.	
Option	What happens
	Print sends the report(s) to the printer using normal Windows protocols.
	Preview – Displays an electronic image of the printed report(s). A floating navigation toolbar appears with this selection. The toolbar can be docked or moved as typical of Windows applications. Some tools may appear dimmed and temporarily not available. For example, if you are viewing the report's first page,  and  are dimmed.
	<p>Print Preview Toolbar and Individual Tool Usage Toolbar can be moved per Windows protocol.</p>  <p> Show the first page of the report</p> <p> Move backward one page</p> <p> GO TO PAGE. Type in the page number you wish to view and click the OK button.</p>  <p> Move forward to the next page.</p> <p> Show the last page of the report.</p> <p> Change the magnification level.</p> <p> Exit preview.</p> <p> Print the report.</p>
  	<p>These icons allow you to create a separate file. The data sent to the new file are the errors, warnings or duplicate students found during the verification process. For your convenience the file can be created as a data base, text document, or spreadsheet, respectively. When the new file creation is completed, a message will appear in the upper right corner of the window</p>  <p>The screen will be frozen until you press a key to clear the message box from the screen.</p>
	Close/Exit the screen.

Preview Report Toolbar	
Action	What is on the screen
<p>Click Preview </p>	
<p>Review for accuracy and completeness.</p> <p>Click the down arrow  to change Magnification of the image size.</p>	 <p>A magnification option is available in the form of a drop down list for your convenience.</p>
<p>If everything is complete and correct, proceed.</p> <p>Click Print </p>	
<p>Select the printer and number of copies (using normal Windows conventions).</p>	
<p>Click OK.</p>	
<p>Click Exit </p>	
<p>Click CANCEL  to exit the Reports option.</p>	

Submitting Data to CDE	
Action	What is on the screen
 Click Reports	
 Double Click STUDENT LISTING To Exit this option click the CANCEL button on the bottom of the screen.	
When submitting data to CDE, use the default settings as shown in the adjacent figure (each criteria has 'All' selected).	
 Click Preview . The report will display. The data for the file must be gathered into a report format before it can be exported.	
 Click Exit to leave the report screen.	
 Click To Excel . The report will display. The data for the file must be gathered into a report format before it can be exported.	
 Locate where you wish to create the Export file. Note the location so you can submit the export file as an email attachment.	
 Type a Name the export file in the 'excel' box using the naming convention: begin name with MH <div style="border: 1px solid black; border-radius: 50%; padding: 2px; display: inline-block; margin: 5px;">MH1234</div> followed by <u>your</u> four digit SELPA code .	
 Click Save	

Send the file just created as an email attachment to: **CASEMIS.cde.ca.gov**
no later than January 31, 2004.